

**STATE OF RHODE ISLAND
DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

PUBLIC NOTICE OF PROPOSED RULE-MAKING

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes to adopt the following DCYF rule:

IDENTIFICATION BADGES/ACCESS CARDS

This new rule is being adopted in compliance with the federal court order relating to RI Training School residents, the accreditation standards of the American Correctional Association (ACA) for Juvenile Training Schools and Juvenile Detention Facilities and good child welfare practice. The rule provides direction to DCYF staff on the issuance and utilization of official identification badges/access cards.

In the development of this rule, consideration was given to the following: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This new rule is accessible on the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>) and the DCYF website (<http://www.dcyf.ri.gov>) or available in hard copy upon request (401-528-3685). Interested persons should submit data, views or written comments by October 8, 2010 to Susan Bowler, Administrator for Families and Children, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI, 02903 (Susan.Bowler@dcyf.ri.gov).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

Identification Badges/Access Cards

Rhode Island Department of Children, Youth and Families

Policy: 100.0135

Effective Date:

Version: 1

Staff, interns, volunteers and consultants working with the Department of Children, Youth, and Families (DCYF) are issued official identification badges/access cards. The use of identification cards or badges not issued by the Department is prohibited in the performance of DCYF related duties.

Staff, consultants and visitors prominently wear the identification badge/access card issued by the Department at all DCYF offices. The Superintendent or designee ensures that staff, consultants and visitors prominently display the identification badge/access card issued by the Training School at all times while on the grounds of any unit or facility of the Training School.

Related Procedure

Identification Badges/Access Cards

Identification Badges/Access Cards

Procedure from Policy 100.0135: Identification Badges/Access Cards

- A. DCYF staff, consultants and visitors, other than the Training School
 - 1. Staff are issued Photo Identification Badges/Access Cards by the DCYF Management Information Systems (MIS), Research and Evaluation Unit during orientation to the Department.
 - 2. Staff requiring replacement Identification Badges/Access Cards contact the MIS, Research and Evaluation Unit.
 - 3. Visitors to DCYF offices are issued a Visitor's Badge at the reception area.
- B. Training School staff, consultants and visitors
 - 1. The Superintendent or designee ensures that staff, consultants and visitors are issued identification badges/access cards while on the grounds.
 - 2. Staff or consultants arriving for work without the identification badge/access card are issued a temporary identification badge/access card by the Master Control Center until the original or replacement is obtained.
 - 3. Staff/consultants/vendors report the loss of his/her identification badge/access card to the Master Control Center immediately. The Master Control Center documents the loss and reports it to the Superintendent or designee.
 - 4. Vendors obtain an identification badge/access card from the Master Control Center in exchange for a valid, state issued form of photo identification. When the visit is concluded, the vendor exchanges his/her identification badge/access card for his/her personal, photo identification card.
- C. DCYF staff entering facilities that require the use of continuously visible identification comply with the identification policies of these facilities.
- D. Staff terminating employment with DCYF return the identification badge/access card to their Unit Administrator on their final day of work.